

Subject to approval at the November 25, 2014, Board of Works meeting.

City of West Lafayette, Indiana
Board of Public Works and Safety
MINUTES

NOVEMBER 18, 2014
8:30 a.m.
Morton Community Center
Multi-Purpose Room

Members present were Sana G. Booker, Tanuja R. Sheth, and Jonathan C. Speaker. Bradley W. Marley was absent. Mayor Dennis presided.

1. APPROVAL OF MINUTES

a. November 5, 2014, Meeting

Mr. Speaker moved to accept the minutes of the November 5, 2014, Board of Works meeting. Ms. Sheth seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Oath of Office: Parks Superintendent – Janet E. Fawley – Mayor

Mayor Dennis introduced the new Parks Superintendent, Janet Fawley, stating that she comes to us from Logansport and did amazing work there. Mayor Dennis administered the oath of office to Superintendent Fawley.

Superintendent Fawley stated that she is excited to be in West Lafayette and she looks forward to enhancing the wonderful groups of parks and trails that are already here and being a part of this community.

Mayor Dennis stated that we are excited to have Superintendent Fawley onboard. He stated that we are proud of our parks system and Ms. Fawley is inheriting a strong success story. The challenge will be to continue that and grow it.

b. Bid Acceptance and Agreement: 2014 CDBG ADA Compliance Work for the Parks Restrooms – T.L. Kincaid Contracting, Inc. – Parks

Parks Director Booth requested approval to accept a bid and enter into an agreement with T.L. Kincaid Contracting, Inc. in the amount of \$43,900. That includes the base bid of \$39,200 plus the alternate add of \$4,700 for painting. This is for the ADA compliance work for the restrooms in the parks. He stated that this was the lowest of the four bids received and all of the guidelines were followed.

Ms. Booker moved that the bid acceptance and agreement with T.L. Kincaid Contracting, Inc. be approved. Mr. Speaker seconded the motion.

The motion was adopted.

c. Agreement: 2015 Software License and Support Service Policy – Cardinal Tracking, Inc. – Police

Deputy Police Chief Leroux stated that this was the contract that was tabled at the November 5 meeting. This is now a six month contract at a lower rate of \$870.21, to

allow time to phase the old system out and get the new system running. He noted that nothing in the agreement has changed other change going from one year to six months.

Mr. Speaker moved that the agreement with Cardinal Tracking, Inc. be approved. Ms. Sheth seconded the motion.

The motion was adopted.

d. Declare Items Surplus: Body Cameras – Police

Deputy Chief Leroux stated that body cameras were deployed in the field approximately one month ago. For over a year before that, the Department tested many products. He requested that six Taser AXON cameras be declared as surplus. He explained that these cameras were bought to use the products for longer than the 30 days that the company would have allowed for testing and evaluation. After the evaluation period of the cameras another vendor was chosen. Deputy Chief Leroux stated that he would see if there is another Police Department in our area that would be interested in purchasing the cameras. Each of the cameras is valued at \$150.00 and the details are as follows:

- 4 Taser Axon Body Cameras, Model #73055
 - Serial #X78013013
 - Serial #X78011158
 - Serial #X78012544
 - Serial #X78013134
- 2 Taser Axon Flex Body Cameras, Model #73055
 - Serial #X78012009
 - Serial #X78006702

Ms. Booker moved that the body cameras declared as surplus be approved. Mr. Speaker seconded the motion.

The motion was adopted.

e. Hire: Firefighters – William Snider – Fire

Fire Captain Irr requested approval to hire a William Snider as a firefighter effective November 21, 2014, with a bi-weekly salary of \$1,823.43. He invited everyone to a swearing-in ceremony on November 24 at Fire Station No. 1.

Mr. Speaker moved that the hire of William Snider be approved. Ms. Booker seconded the motion.

The motion was adopted.

f. Temporary Hire: Part-Time Support Specialist – David H. Payne, Jr. – IT

Facilities Director Clark requested approval to hire David H. Payne, Jr. as a temporary part-time Support Specialist in the IT Department effective November 17, 2014. Mr. Payne will report to Director Clark but will be through the Police Department for the remainder of the year at an hourly rate of \$24.00 working a maximum of 29 hours per week.

Ms. Booker moved that the hire of David H. Payne, Jr. be approved. Ms. Sheth seconded the motion.

The motion was adopted.

g. Employee Transfer: Caleb Owens and Roger Scheibe – Street/WWTU

Street Commissioner Payne requested approval to transfer two employees. The first is Caleb Owens from the Driver/Collector/Processor position in the Sanitation Department to the Equipment Operator/Laborer position in the Wastewater Department. The second is Roger Scheibe from Equipment Operator/Laborer to Driver/Collector/Processor. Both transfers are effective November 22, 2014, with no changes to their bi-weekly salaries.

Mr. Speaker moved that the transfer of Caleb Owens and Roger Scheibe be approved. Ms. Sheth seconded the motion.

The motion was adopted.

h. Write Off Uncollectable Accounts – WWTU/Clerk-Treasurer

Clerk-Treasurer Rhodes requested approval to write off three uncollectable WWTU accounts with a total amount of \$975.27. She explained that the accounts are uncollectable due to the filing of bankruptcy prior to our ability to file liens.

Ms. Booker moved that the write off of uncollectable accounts be approved. Mr. Speaker seconded the motion.

The motion was adopted.

i. RFQ Provider Selection: Sheraton and Fairway Knolls Lift Station Improvements – WWTU

WWTU Director Henderson stated that we advertised for a Request for Qualifications to find a provider to do the improvements to the Sheraton and Fairway Knolls lift stations. In response to that request, two submissions were received on November 17 from Kokosing Construction Company, Inc. and Bowen Engineering Corporation. He explained that a team of four reviewers met yesterday to evaluate the submissions based on the criteria in the RFQ. The unanimous decision was move forward with Bowen as the selected provider. He requested approval to meet with Bowen to negotiate a guaranteed maximum price for the project. He explained that if we can arrive at an acceptable price, the Board will be asked to approve a notice of intent to award letter for the State Revolving Fund (SRF) Loan Program.

Mr. Speaker moved that the request to begin negotiations with Bowen be approved. Ms. Sheth seconded the motion.

City Attorney Burns stated that it is his understanding that the process would include a possibility that the WWTU would be unable to reach terms with Bowen and that would allow for negotiations with Kokosing.

Director Henderson confirmed this, but noted that this is time-sensitive to be able to be able to close an SRF loan so discussions would need to progress quickly.

Clerk-Treasurer Rhodes noted that the Council approved the SRF bond for this project at the November 3 meeting.

Director Henderson stated that the current rate with SRF is 2.1%, which is a very competitive interest rate for a bond.

The motion was adopted.

j. Task Order No. 3: SPCC Plan Updates – Wessler Engineering, Inc. – Engineering
Assistant City Engineer Susong requested approval for Task Order No. 3 with Wessler Engineering, Inc. for Spill Prevention Control and Countermeasures (SPCC) Plan Updates. He noted that this is required every five years. The task order is not to exceed \$9,500.00.

Ms. Sheth moved that Task Order No. 3 for SPCC Plan Updates be approved. Ms. Booker seconded the motion.

The motion was adopted.

k. Agreement and Declaration of Trust: IACT Medical Trust – Human Resources
Human Resources Director Foster requested approval of an agreement for the IACT Medical Trust. She explained that the City markets its insurance plans each year and is presented with various carriers and plan options. A decision is made annually based on affordability and working to offer the best benefits and plans for the City employees. She stated that we made a business decision to join the IACT Medical Trust as they were the most competitive and offer good plan designs and have a strong service support team. She stated that she hopes this will allow for more employee satisfaction going forward with less movement between carriers and change in plan designs. She explained that this is a three-year commitment. She highlighted some points of the trust document, including that it is a three-year commitment and we can withdraw from the trust with an eight month notice. The trust is governed by 12 trustees, owned by participating members, and is regulated by the Indiana Department of Insurance.

Mr. Speaker moved that the IACT Medical Trust agreement be approved. Ms. Sheth seconded the motion.

The motion was adopted.

l. 2015 Insurance Premiums – Human Resources

Director Foster requested approval of the 2015 insurance premiums. She explained that 2015 will be the sixth year that the City has a Health Savings Account for the high-deductible health plan. She stated that for the ancillary benefits, the dental and vision, we have made a change to go to Cigna for 2015. Full details are as follows:

Self-Funded through IACT Medical Trust	
Medical Health Savings Account - United Healthcare	\$428.93 Employee \$857.87 Employee+ Spouse \$814.97 Employee+ Child(ren) \$1,243.91 Employee+ Family
Dental - Cigna	\$34.45 Employee \$68.92 Employee+ Spouse \$63.75 Employee + Child(ren) \$112.00 Employee+ Family

Vision - Cigna	\$6.54 Employee \$13.10 Employee+ Spouse \$13.24 Employee+ Child(ren) \$20.84 Employee+ Family
Life/AD&D/LTD- Mutual of Omaha (No Change- 2015 will be the 2nd year of a 2-year rate guarantee)	
Life	\$0.12/\$1,000
Dependent Life	\$2.44/unit
AD&D	\$0.02/\$1,000
LTD	\$0.22/\$100 of covered payroll

Ms. Booker moved that the 2015 Insurance Premiums be approved. Ms. Sheth seconded the motion.

The motion was adopted.

m. Claims

- i. AP Docket \$709,489.91
- ii. AP Docket \$302,098.98
- iii. PR Docket \$505,303.63
- iv. PR Docket \$164,900.70

Mr. Speaker moved that the claims be approved. Ms. Sheth seconded the motion.

There were no questions or comments about the claims.

The motion was adopted.

n. Informational Items

- i. Project Payment List – WWTU
There were no questions or comments about the listing.
- ii. Legal Budget & Expenses – Clerk-Treasurer
There were no questions or comments about the listing.
- iii. Park Board Dockets
There were no questions or comments about the listing.
- iv. Purchasing Card Transactions
There were no questions or comments about the listing.
- v. 2015 Board of Works Meeting Schedule
There were no questions or comments about this item.

o. Other Items

► Engineering Assistant Garrison thanked the Street Department for help in getting a snafu with the signal at the intersection of Stadium and Northwestern Avenues taken care of. He also reported on progress for work on Cumberland Avenue.

► Director Henderson reported on progress for the work being done on the Cumberland Avenue Sanitary Sewer Extension project and on the phosphorus removal chemical building at the plant. Work has also started on the wet weather facility.

► Street Commissioner Payne reported that the sudden cold weather has slowed but not stopped leaf pickup.

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Ms. Booker thanked the Street Department for keeping up with holes on Cumberland Avenue.

► Councilor Burch reported that the Pre-Council meeting is on Monday, November 24 due to the holiday. The Council meeting is on Monday, December 1.

3. ADJOURNMENT

There being no further business to come before the Board, Mr. Speaker moved that the meeting be adjourned, and Mayor Dennis adjourned the meeting.